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DEFENSE LOGISTICS SERVICES CENTER
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CHANGE NO. 4
DoD 4100.39-M

CH 4
DoD 4100.39-M
Volume 1

DLSC-VPH
1 April 1997

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 1, DoD 4100.39-M, 1 October 1994, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Foreword	i thru iii	i thru iii
Table of Contents	v and vi	v and vi
Chapter 1	1.1-1 thru 1.1-4	1.1-1 thru 1.1-4
Chapter 3	1.3-25 and 1.3-26	1.3-25 and 1.3-26
Chapter 4	1.4-1 thru 1.4-5	1.4-1 thru 1.4-5
Appendix 1-4-A	1 and 2	1 and 2
Appendix 1-4-D	1 and 2	1 and 2
Chapter 8	1.8-23 thru 1.8-26, 1.8-41 and 1.8-42, 1.8-51 and 1.8-52	1.8-23 thru 1.8-26, 1.8-41 and 1.8-42, 1.8-51 and 1.8-52

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

B. Changes for the entire manual this quarter and the applicable change number for each affected volume are: Change 4 to volume 1, change 2 to volume 2, change 7 to volume 3, change 8 to volume 4, change 10 to volume 6, change 2 to volume 10, change 12 to volume 11 and change 1 to volume 13. New basics have been provided for volumes 8 and 9.

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Volume 1

C. The new basic for volume 12 noted in change 3 (Jan 97) was **not** published.

III. This change sheet will be filed in front of volume 1 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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CH 4
DoD 4100.39-M
Volume 1

DLSC-VPH

1 April 1996

FOREWORD

This is one of the volumes (see backside of cover for listing) which comprise the FLIS Procedures Manual. *It is published under the authority of Department of Defense Directive 4100.39, Federal Logistics Information System (FLIS), and contains information on system concepts and maintenance and an overview of system content and use.*

Volume 2 contains information and procedural guidance for several system features that are used throughout the FLIS and are not limited to any one logistics area.

Volume 3 contains technical and administrative information concerning submittal of data for inclusion in the item naming and classification systems and maintenance of cataloging guidance for input and processing of Item Identification transactions.

Volume 4 contains procedural guidance for the entry and maintenance of an item in the Federal Catalog System, including item classification and reference number review criteria.

Volume 5 provides technical and administrative information for the use of several general and special purpose data extraction features that make item and system data available in various formats.

Volume 6 contains procedures for the submittal and use of data required for inventory control and supply support of items entered into the Federal Catalog System through the Item Identification processes.

Volume 7 contains procedures for collecting administrative data from commercial and Government entities for use in the reference number and Provisioning Screening processes in support of the Item Identification and Supply Management functions.

Volumes 8 and 9 provide element-by-element representations of selected Item Identification, Interrogation/Search, Supply Management, Organizational Entity, Provisioning Screening, and Materiel Management Decision Rule Table segments and input/output transactions.

The data code tables and cross-references contained in volume 10 aid in the preparation of input and analysis of output for all FLIS logistics areas.

Volume 11 lists criteria for the acceptance and processing of transactions by DLSC.

Volume 12 identifies and describes all item-of-supply and management data elements, terms, and acronyms in the FLIS that have been assigned a Data Record Number (DRN). With the exception of the supplementary dictionary pages/partial pages containing the data elements identified by Data Record Numbers (DRNs) 1253-1257, 1282-1287, 1687-1696, 1702-1725, 2631-2634, 2636-2639, 2641-2644, 5100-5728, 5616, 5849-5867, 5869-5933, 5970-5999, 6174-6208, 6291-6458, 7171, 7807, 7869, 8180-8191, 8208-8228.

Volume 13 lists Federal Supply Classification assignments, rules reflecting Item Identification and Supply Management responsibilities and inter-relationships, and criteria for the control and dissemination of such data.

This document supersedes Volume 1, DoD 4100.39-M, October 1994 and changes 1 thru 4.

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Volume 14 contains technical and administrative information and sample pages for selected statistical summaries of system operation and conditions in the areas of Item Identification, Supply Management, Organizational Entity, Provisioning Screening, Transaction Processing (DICs), and Materiel Management Decision Rules.

Volume 15 contains technical and administrative information, sample pages, and examples of usage for Classification, Item Identification, Supply Management, and Organizational Entity publications, which reflect the content of the FLIS data base.

Volume 16 is a user's guide to accessing the data base through input/output devices available at participating activities. It currently contains information for Search/Interrogation and will be updated as remote capability is implemented for other FLIS functions.

Volume 17, reserved.

Volume 18 contains information on the Automated Mailing Labels Systems (AMLS).

All interface actions between the Defense Logistics Services Center (DLSC) and the Military Services/Agencies will be submitted in accordance with the procedures contained in chapter 1.4.

Changes to this volume will be provided through FLIS Advance Change Notices (ACNs) and/or quarterly numbered changes in accordance with section 1.1.4.

This volume is prepared and maintained by the Defense Logistics Services Center, Federal Center, Battle Creek, Michigan 49017-3084. Responsible program manager directorates for all narrative are listed in the Table of Contents for Total Manual; program manager directorates for tables are listed in volume 10, section 10.3.1. When a point of contact cannot be determined, technical questions may be directed to the DLSC Customer Service Office in accordance with chapter 1.6, or administrative comments and inquiries may be directed to DLSC-VPH.

Service/Agency distribution is handled through established channels; Defense Logistics Agency publication supply officers may direct inquiries concerning requirements for and/or receipt of volumes and changes to DLSC-VPH.

Content changes appearing in this volume are entered in ***bold-face italic*** type. Deletions will be mentioned in the Foreword/quarterly change sheet or indicated by italic type in the remaining context, if possible. The major change to this volume is the deletion of the System Management Release (SMR) Process. System updates are now done on a weekly basis eliminating the need for the SMR process.

BY ORDER OF THE DIRECTOR



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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CHAPTER 1 INTRODUCTION TO FLIS

1.1.1 Scope

The Federal Logistics Information System (FLIS) is a management system designed to collect, store, process, and provide item-related logistics information. The FLIS is open-ended and capable of being expanded to accommodate additional logistics data management concepts and applications. For the purposes of FLIS, logistics is the science of accomplishing the description, acquisition, storage, distribution, maintenance, and disposition of military materiel and civilian products for Government use.

a. The information in the FLIS data bank relates to military activities, Federal Civil Agencies, participating foreign countries, and private industry, *and this manual applies to all users*. It provides operating procedures for processing *management* information in the following major *logistics* areas:

Supply Management
Item Identification
Mass and Tailored Interrogations
DoD Interchangeability and Substitutability
(I&S) Family Data
Standardization

b. This manual provides *input* procedures for interfacing with FLIS *and the types of response or output that will be provided by FLIS to the customer*. Participants may, when required, issue implementing instructions to their activities relative to and consistent with the procedures contained herein; they must also be consistent with the principles and policies established by the Department of Defense (DoD).

1.1.2 FLIS Objectives

- a. *Support and use logistics data of the Federal Catalog System.*
- b. Establish a central repository of logistics man-

agement information (clearly identified as to source, format, and function) based on the current availability or development of:

- (1) A world-wide network designed to transmit logistics data, as transactions occur, on a self-addressing basis, from and to all applicable management levels of the United States and selected foreign governments.
- (2) Standard coding of data elements common to FLIS and related logistics programs.
- (3) Adequate random access storage and retrieval capability which will provide both push and pull methods of information retrieval.
- c. Ensure that storage techniques used at the Defense Logistics Services Center (DLSC) central repository provide a completely integrated FLIS data base *structured to provide data responsible to Service/Agency requirements. Ensure that the DLSC logistics data support capability be subjected, as required, to strict communications/automatic data processing (ADP) disciplinary edits and controls. Avoid establishment of satellite files and data element redundancy.*
- d. *Design the data record and retrieval system so that it is open-ended and can provide for expansion and the advancement of a total system concept.*
- e. Ensure the development of a management data reporting and/or information portrayal system based on the intelligence contained in the central repository and the justifiable requirements of materiel managers at all levels. It should provide the visibility needed to evaluate the progress and effectiveness of various logistics management programs and permit managers to pinpoint problem areas requiring immediate corrective action.

f. Ensure implementation is accomplished by increments in scheduled phases designed to minimize disruption to the logistics support and management operations of participating Services/Agencies.

g. Record, maintain, and distribute DoD information supporting item interchangeability and substitutability data systems.

h. Provide positive control and surveillance over data contained in the system from time of receipt to time of ultimate purging to ensure integrity, validity, and currency.

i. Establish system security for restricting the adding, deleting, or changing of individual data elements to only those activities authorized to do so as stated in this manual.

1.1.3 Frequency and Media of Changes

a. Additions/changes/deletions to this manual resulting from actions taken in accordance with chapter 1.3 are disseminated by one of the following methods:

(1) Revisions:

(a) Represent a reprint of a volume of the manual. This is done when quarterly change page substitutions, in relation to the total page count for a given volume, reach:

50 percent in one quarter, or

125 percent in less than two years, or

40 percent (25 percent for volume 13) in not less than two years.

(b) Include the content of the previous revisions, quarterly numbered changes, changes announced by FLIS Advance Change Notices, additions/changes/deletions that occur as a result of system changes, and/or other applicable changes

that occur in the time period. Supersede the previous basic/revision, quarterly changes, and FLIS Advance Change Notices. This supersession is clearly noted at the bottom of the Foreword.

(c) Are effective on the date(s) cited on the Foreword. In the event that any paragraphs/pages are to be effective on a different date, this date will also be noted in the Foreword.

(d) Disseminated in accordance with distribution requirements furnished by the S/As in response to DLSC solicitation. S/A distribution is reflected on the Foreword if requested by the Services/Agencies.

(e) Published and distributed in the same manner as the initial publication. The only identification is the DoD number, date, and supersession notice at the bottom of the Foreword.

(2) Quarterly Numbered Changes:

(a) Published every 90 days in accordance with schedules reflected in appendix 1-4-F and include the changes announced by FLIS Advance Change Notices, additions/changes/deletions that occur as a result of system changes, and/or other applicable changes that occur in the covered time period.

(b) Prepared as page substitutions. Line entry(s)/paragraph changes are not permitted.

(c) Forwarded under cover of a change sheet which indicates the significant changes and/or deletions, provides a cross-reference of replacement pages, and cites the effective date(s) for all changes. Any page(s) having an effective date different from the basic date cited for the change will be noted using special symbols and footnotes.

(d) Disseminated in accordance with distribution requirements furnished by the S/As in re-

sponse to DLSC solicitation. S/A distribution is reflected on the change sheet if requested by the S/A.

(e) Issued as single changes (not cumulative). Quarterly numbered changes will include changes published in the FLIS Advance Change Notices; superseded advance change notices will be identified at the bottom of the change sheet.

(f) Sequentially numbered at the top of each page just above the DoD number:

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Volume 1

(g) Prepared by volume, with change numbers for each volume assigned sequentially. (Since a quarterly change will be issued only for volumes that are affected, the latest change number may vary from volume to volume.)

(h) Remain in effect until superseded by subsequent quarterly change, revision, or advance change notice.

(3) FLIS Advance Change Notices (ACNs):

(a) Used to issue changes/additions/deletions that must be implemented during the period between quarterly publications and revisions.

(b) Issued when one or more of the following conditions prevail:

(1.) The identification of errors, conflicts, or voids in this manual that require immediate update because they affect input to or output from the FLIS.

(2.) Changes required to reflect emergency type system changes.

(c) Disseminated by DLSC in the form of notifications, except those for volume 13. Complete page changes will be issued for all changes to volume 13. For notifications, the following criteria apply:

(1.) Minor changes will be issued in the form of word, sentence, or paragraph changes.

(2.) Complete pages will be furnished in an ACN only when pages are added or extensive changes are made to a page. An extensive change is one which extends to more than fifteen percent of a page.

(3.) Page replacements will be furnished for all changes in the next scheduled quarterly change or revision.

(d) Sequentially numbered and issued by volume. The number will consist of the calendar year, the volume number, and a sequence number; e.g., 83-1-1, 83-1-2, etc., for volume 1. The sequence numbers are assigned serially by volume and begin at 1 for each calendar year. The subject and distribution lines will also indicate the affected volume of DoD 4100.39-M, FLIS Procedures Manual.

(e) Expiration date will not exceed 180 days from date of the change notice.

(f) Distributed to selected addressees who are recipients of FLIS ACNs. Requests for changes to addresses/copies of the FLIS ACN distribution lists will be directed to DLSC-VPH.

b. Changes on replacement pages are indicated by bold-face italic type, or the special characters listed below. Significant deletions will also be mentioned in the Foreword or quarterly change sheet.

(1) Replacement pages for advance change notices to volume 13 will use the following indicators for Major Organizational Entity (MOE) Rule/

Federal Supply Classification (FSC) changes (see volume 10, table 166, or volume 13, paragraph 13.1.3.d):

A - New	D - Deleted
C - Cancelled	R - Revised

1.1.4 Numbering System

a. Volumes are numbered and subdivided as follows:

Volume	1
Chapter	1.1
Section	1.1.1
Paragraph	a.
1st Subparagraph	(1)
2nd Subparagraph	(a)
3rd Subparagraph	(1.)
4th Subparagraph	(a.)
5th Subparagraph	1.

b. Pages are numbered consecutively for each

chapter. When changes require the addition of pages within a chapter, a point (.) and number will be added to the preceding even page number.

Example:	1.1-2.1
Volume	1
Chapter	1.1
Page	2
Page added	.1

NOTE: Exceptions to this numbering system occur in volumes 8 through 11; each input/output Document Identifier Code (DIC), data code table, and edit/validation begins with page number 1. Pages may be added within volume 10 data code tables only.

c. Appendices are placed at the end of the applicable chapter. Appendices are identified with the volume number followed by a dash, the chapter number, a second dash, and an alpha designator (e.g., 1-1-A).

and distributed in accordance with volume 2, chapter 2.11.

1.3.16 Record Establishment and Maintenance Actions. These procedures provide instruction in the preparation of data required to establish or maintain item intelligence by S/As and participating governments for their logistics functions. The data will be forwarded to DLSC to be processed, distributed, and maintained by the FLIS.

a. The use of this manual requires the following steps to be performed in data preparation.

(1) Determine the transaction for the logistics function.

(2) Refer to the applicable DIC in volume 8 or 9.

(4) Prepare data in accordance with prescribed formats.

(5) Submit data to FLIS data bank.

b. Data must be prepared in fixed length format or variable length format as determined by activity capability. Formats contain instructions for each method, as applicable.

c. Collaborations must be performed in accordance with volume 2, chapter 2.2 prior to submittal to the FLIS data bank.

d. Personnel should become thoroughly familiar with the tables of contents for the various volumes to develop an awareness of the scope of coverage included.

e. Care should be taken in data preparation to avoid errors which may cause the return of transactions. The following guidelines are offered to assist in preparing acceptable data:

(1) Ascertain that all item intelligence data required is included in the transaction.

(2) Ascertain that the data has been properly formatted.

(3) Verify completeness and correctness of data element values.

(4) Verify proper submittal mode selection.

f. Manual quality control measures should be applied before submittal of worksheet for mechanization as follows:

(1) Is the transaction in accordance with the latest logistics data tools?

(2) Are all the related segments included?

(3) Do the segments reflect the proper DICs?

(4) Is an input header included with the transaction?

(5) Is the data prepared in the appropriate mode - fixed or variable length input?

(6) Has the data required for fixed fields in all segments been properly positioned?

(7) Is the PSN properly applied?

1.3.17 Automated Design Guidance.

The FLIS data base is composed of two basic sections, the Maintain Item of Supply (MIOS) data and the Catalog Tools data. MIOS contains item oriented logistics data (e.g., stock numbers, item characteristics, reference numbers, recorded users, standardization data, freight data, catalog management data, etc.). Catalog Tools data is composed of support data for MIOS, such as edit tables, FSCs,

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MOE Rules, Cage Codes and addresses and Item
Names.

CHAPTER 4

FLIS CHANGE PROCEDURES

1.4.1 General

a. Revisions to the FLIS result from release or change of General Services Administration/Department of Defense (GSA/DoD) directives; policy changes; and recommendations of the Military Services, Defense Agencies, Federal Civil Agencies, NATO, and other foreign countries (hereafter referred to as the Services/Agencies).

b. Proposed changes to the FLIS will be processed as follows:

(1) Proposed changes which are solely of a procedural nature will be processed as outlined in section 1.4.2. Changes to the Service/Agency-controlled data code tables listed in appendix 1-4-B and the MOE Rules outlined in volume 13 will be processed by DLSC without further coordination, following receipt from the responsible Service/Agency contact point. Changes of this nature do not require a DD Form 2021.

(2) Proposed changes to the FLIS Functional Description will be submitted as a System Change Request (SCR) as outlined in section 1.4.3.

1.4.2 Changes of Procedural Matter

a. Recommendations for additions, deletions, and changes to only this manual (i.e., not in combination with or as a result of a system change) must contain the proposed language for the manual and rationale for the revisions. Recommendations must be forwarded to the appropriate Service/Agency contact point (see appendix 1-4-A) which will forward them to the Commander, DLSC, by mail. Emergency conditions warrant using telephone or other expeditious media. Whenever telephone is used, immediate follow-up by letter/electrical transmission is required to confirm request for changes to the FLIS Procedures Manual.

b. DLSC will review all recommendations received from the Service/Agency contact points for validity and applicability. Those changes agreed to by DLSC (except as discussed in paragraph 1.4.2.f) will be coordinated with the Service/Agency contact points listed in appendix 1-4-A and the DoD Federal functional managers. (The normal coordination time will be 45 days; however, when additional time is required, recipients may request an extension by contacting DLSC-VPH, DSN 932-4594, FTS 552-4594 or commercial 616-961-4594). Following finalization of coordination, the additions, changes, or deletions will be prepared for printing and distribution by DLSC. (The FLIS Automated Data System Manager (DLA-ZS) will be provided an information copy.)

c. DLSC will return changes found to be invalid or without merit to the originating S/A contact point with appropriate justification/ explanation of disapproval, with information copies to Hq DLA (MMSLS and MMSLP). If the originating S/A does not agree with the DLSC justification/explanation, the contact point will forward the recommendation to HQ DLA (DLA-MMSLP), with a copy to DLSC, for resolution with the DoD/Federal functional manager.

d. All changes submitted by the S/A contact points will include a recommended effective date (i.e., effective immediately, upon publication, 30 days from date of publication, etc.). DLSC will acknowledge same and either agree with the effective date or propose/negotiate another acceptable to all parties concerned.

e. Any change to this manual, except those exclusions provided for in paragraphs 1.4.2.f and 1.4.2.g, will be distributed to activities a minimum of 30 days in advance of the effective date. If the 30-day requirement cannot be met, DLSC will announce the change to impacted activities by telephone or electrical transmission, as appropriate, with

subsequent confirmation by normal revision.

f. Changes to the volume 10 tables listed in appendix 1-4-B may be published by DLSC without further coordination following receipt from the responsible S/A contact point. This assumes that the requested change(s) does not impact any S/A other than the one requesting the change(s). Included in appendix 1-4-B are the applicable table numbers and titles, the responsible S/A, and the responsible DLSC program manager. The minimum time period stated for completing a change begins upon receipt of the proposed change by DLSC.

(1) Notification of receipt of changes, and confirmation of the date when the program change will be made, will be furnished by DLSC. This will be done sufficiently in advance of the effective date to ensure the submitting S/A adequate time to change its internal automatic data processing (ADP) system. If necessary, such notification can be accomplished by telephone and confirmed by letter.

(2) DLSC's acknowledgment will indicate the number of the quarterly change to the FLIS Procedures Manual in which the revised volume 10 table will appear. (Quarterly changes are prepared, printed, and distributed in accordance with the schedules reflected in appendix 1-4-F.)

(3) The S/A-controlled tables are subject to publication by FLIS Advance Change Notice (ACN) only as noted in appendix 1-4-B. Such changes will be announced by ACN only when they cannot be published in a regular revision or quarterly numbered change to reach users sufficiently in advance of the effective date (normally 30 days). (Updates to tables not listed in appendix 1-4-B are subject to publication in ACNs in accordance with paragraph 1.1.3.a.(3).)

g. Changes to MOE Rules in volume 13 with an

immediate (zero) effective date are distributed after the effective date.

1.4.3 Preparation and Processing SCRs

a. General.

(1) All Federal Logistics Information System (FLIS) System Change Requests (SCRs) will be documented in accordance with the instructions contained in appendix 1-4-C. Impact to the FLIS *and* the Services/Agencies (S/As) Systems here after referred to as the Systems, must be documented.

(2) DLSC National Codification Division will prepare and process NATO Codification Bureau (NCB) initiated NATO Codification SCRs (NCSCR) in accordance with the NATO Manual on Codification, Allied Codification Publication No. 1 (ACodP-1). If a NCSCR impacts the FLIS, DLSC will document the NCSCR in accordance with the instructions contained in appendix 1-4-C.

(3) Emergency corrections which may alter or impact any aspect of expected/published input to or output from the FLIS, even if such changes are required to conform to existing requirements, must be coordinated with the S/As by the most expedient methods available.

(4) SCRs will normally be implemented on Sundays; emergency changes may be implemented otherwise.

(5) FLIS procedures changes required as a result of an SCR will be incorporated in a revision or numbered change to DoD 4100.39-M in accordance with Appendix 1-4-F. The revision or numbered change may include changes other than those associated with an SCR.

b. Processing SCRs.

(1) Submitters of SCRs should coordinate re-

quirements with the S/A representatives listed in Appendix 1-4-A and the DoD Federal Functional Manager as listed in Appendix 1-4-E prior to submission of the SCR. This will ensure the SCR is developed compatible with all S/A requirements and will determine an SCRs designation as to minor or major.

(2) All Service/Agency initiated SCRs will be submitted to DLSC by the appropriate S/A contact points listed in Appendix 1-4-A.

(3) Each SCR received by DLSC will be reviewed within 10 calendar days of receipt to determine completeness. The SCR will be returned to the originator if any blocks are left blank .

(4) After this review, DLSC will initiate a technical review of the proposed change as submitted. The review will reveal the cost, manpower resources, programming required and impact on ADP equipment. No more than 35 calendar days will be allowed for this review.

(5) After this review, DLSC will forward the SCR to the DoD FFM as listed in Appendix 1-4-E for policy review, preliminary cost savings benefit evaluation and approval. If the SCR was prepared by the DoD FFM and is submitted to DLSC with FFM approval, DLSC will forward the SCR for S/A coordination as outlined in paragraph 1.4.3.b.(7)(a-c).

(6) Within 35 calendar days of receipt of the SCR, the DoD FFM will provide policy approval/disapproval with justification. In addition, the DoD FFM will determine if the change is warranted in terms of cost/benefits or return on investment, or higher level policy direction. If the DoD FFM determines the SCR is valid, then the approval and a recommendation for S/A coordination will be forwarded to DLSC.

(7) Within 20 calendar days of receipt of the approved SCR from the FFM, DLSC will:

(a) Send the SCR and DD Form 2021-1 to the S/A contact points listed in Appendix 1-4-A. S/As listed in Appendix 1-4-D will receive information copies of the SCR.

(b) The DLSC International Codification Division will send SCR to the NATO NCBs and Secretariat when NATO Codification System (NCS) is affected, in accordance with the NATO Manual on Codification (ACodP-1).

(8) DLSC will take the following actions if the SCR is disapproved by the DoD FFM :

(a) DLSC will advise the originator of the SCRs of DoD FFM disapproval. A rebuttal of the rejection may be made by the originator by submitting a letter to the DoD FFM.

(b) In the event of continued disagreement between the DoD FFM and the originator, the SCR will be forwarded by HQ DLA (MMLZS) to the Office of the Assistant Secretary of Defense DUS-D(L)MDM for resolution.

(9) Each S/A will staff the SCR for review of technical and operational feasibility and/or concept as it pertains to the Systems.

(a) Each S/A sustaining impact and/or gaining benefits (tangible/intangible) from the proposed SCR, will document and return it to DLSC along with their written response.

(b) If an SCR has no impact on S/A, a "no impact" statement will be provided in writing to DLSC.

(c) Normal time allowed for this review is no more than 60 calendar days for a routine minor SCR and no more than 120 calendar days for a routine

major SCR. To prevent the elapsed time from going over the above prescribed number of days, which in turn lengthens the entire implementation cycle, a suspense is established. This suspense will begin five days after the transmittal date on the SCR and will run for the prescribed number of days. Following expiration of the suspense, DLSC will contact the delinquent S/As. Extensions may be granted upon justified request. Upon expiration of the extended suspense, a three workday grace period will be given prior to accepting a non-response as concurrence to the proposed change.

(10) Within seven calendar days of receipt of all S/A responses, DLSC will initiate a review of said responses and determine concurrence/non-concurrence of the SCR.

(a) DLSC will ensure that all responses received from the S/As are individually analyzed.

(b) If the comments are accepted, they will be incorporated into a revision to the SCR and recoordinated with all participants. A resolution grid showing the S/A comment and DLSC's response will be attached to the revision. Any change to the SCR will be marked with an asterisk.

(c) If DLSC disagrees with the S/A comments, they will reconcile the differences. If reconciliation is not feasible, DLSC will document all facts bearing on the problem and make them known to the DoD FFM for reconciliation. If reconciliation cannot be accomplished within 45 calendar days, DLSC will forward the SCR to DoD FFM for a final decision. The DoD FFM will initiate resolution action within 45 calendar days of receipt of the SCR from DLSC.

(11) *Within 30 calendar days after reconciling all S/A nonconcurrences/comments, or if S/A replies were all concurrences, DLSC will propose an implementation schedule and coordinate the*

schedule with impacted S/As.

(12) *The impacted S/As will review the proposed implementation schedule and determine if they can implement into their systems in the same timeframe. They will document their concurrence/nonconcurrence with the schedule and respond to DLSC. If they nonconcur, they will include an implementation schedule they can accommodate.*

(13) *DLSC will resolve all implementation schedule issues, with assistance as necessary.*

(14) *Upon deriving an impacted S/A agreed to implementation schedule, or if no S/A systems are impacted by the SCR, DLSC will submit the SCR to DLA-MMLZS for final approval.*

(15) *DLA-MMLZS will review the SCR and determine approval/disapproval.*

(a) Rationale for *disapproving* an SCR will be noted *on the SCR* along with instruction for disposition.

(b) If the SCR is cancelled, DLSC will return the SCR with rationale to the originator, and notify S/As listed in Appendix 1-4-A.

(c) If the SCR is to be revised, DLSC will return the SCR with rationale to the originator, and notify S/As listed in Appendix 1-4-A.

(d) If the SCR is deferred, DLSC will notify the originator and S/As listed in Appendix 1-4-A, and place on hold until further action is deemed necessary.

(16) DLSC will send a copy of the final approved SCR to the S/As listed in Appendices 1-4-A and 1-4-D and the FCC. The final copy will have all the newly assigned DRNs and new/revised return codes, when required.

c. Exception Processing by DLSC. All modifications to the FLIS must have DoD FFM, S/A and **DLA-MMLZS** approval before implementation except:

- (1) Add, change, or delete information from S/A controlled tables listed in appendix 1-4-B. This applies only to changes which do not impact more than one S/A.
- (2) Add, change, or delete MOE Rule data furnished by the S/As as outlined in volume 13.
- (3) Changes required to optimize the system, provided such optimization has no effect on S/A interface with the FLIS.
- (4) Those required revisions to ADP programs which are not operating within the published FLIS Procedures/Functional Description, (i.e., system voids), providing such revision has no effect on S/A interface with the FLIS. This includes emergency corrections required to keep the FLIS operational, providing such corrections do not affect any aspect of the input to or output from the FLIS.

1.4.4 Status Reports. DLSC will provide a status of SCRs, monthly, to the S/A contact points listed in Appendix 1-4-A and quarterly to the S/As listed in Appendix 1-4-D. The report will be segregated as follows:

- a. Open SCRs. A list of SCRs in process. Included as a minimum will be:

SCR Number
Title
Description
Proponent
Impact
Benefit
Required Implementation
Scheduled Implementation
Status
Action
Action Office

- b. SCRs implemented/cancelled since the last report.

**CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS**

Executive Director
Logistics Support Activity
ATTN: AMXLS-CM
Redstone Arsenal, AL 35898-7466

Commander, Cataloging & Standardization Center
ATTN: PCM
Federal Center
74 Washington Ave N
Battle Creek, MI 49017-3094

GSA/FSS
Cataloging Division
ATTN: FCSC
Washington, DC 20406

Commander (Code 851)
Marine Corps Logistics Base
814 Radford Blvd
Albany, GA 31704-1128

Federal Aviation Administration
Material Management Division
ATTN: ALM-300
800 Independence Ave., S.W.
Washington, D.C. 20591

Director, Defense Logistics Agency
ATTN: MMLZS, Room 4146
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commandant, U.S. Coast Guard
ATTN: G-SLP
2100 2nd Street, S.W.
Washington, DC 20593-0001

Commander
U.S. Naval Supply Systems Command
ATTN: SUP41242A
PO Box 2050
Mechanicsburg, PA 17055-0791

Field Command
Defense Special Weapons Agency
ATTN: FCDSWA
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

Director, National Security Agency
ATTN: L114, SAB #4
9800 Savage Rd, Ste 6619
Fort George G. Meade, MD 20755-6619

Department of Veterans Affairs
Hines Service and Distribution
Item Management Division
P.O. Box 27
Hines, IL 60141-0027

Commanding Officer
Naval Inventory Control Point
Code M0418
PO Box 2020
Mechanicsburg, PA 17055-0788

Chief, Int'l Codification Div
ATTN: DLSC-SD
74 Washington Ave N
Battle Creek, MI 49017-3084

National Imagery and Mapping Agency
ISDOL D21
4600 Sangamore Rd
Bethesda, MD 20816-5003

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

National Weather Service
Logistics Management Section SSMC2
W/OSO322
1325 East West Highway
Silver Springs, MD 20910-3280

FOR PASSTHROUGH:

DLA Systems Design Center
ATTN: DSDC-MM
P.O. Box 1605
Columbus, OH 43216-5002

Defense Automated Add Sys Cmd
ATTN: Steve Norman
1080 Franklin Street
Dayton, OH 45444-5320

CASC/POM
ATTN: Mike Eddy
74 Washington Ave N
Battle Creek, MI 49017-3094

Executive Director
USAMA Logistics Spt Acty
ATTN: AMXLS-CM
Redstone Arsenal, AL 35898-7466

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-T
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Logistics System Support Center
ATTN: AMSMI-LS-C(T)
1222 Spruce St
St. Louis, MO 63103-2824

Headquarters
HQMC (LPP-2)
2 Navy Annex
Washington, DC 20380-1775
DSN 226-1051/1052

Commander of DLA Systems Design Center
ATTN: DSDC-MMO
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
MMLXC
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5098

Commander, DLA Systems Design Center
ATTN: DSDC-RDCO
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director
Strategic Systems Programs
c/o Vitro Corporation
ATTN: Code MSD
1601 Research Boulevard
Rockville, MD 20850-3173

Commander
Defense Supply Center Columbus
ATTN: DSCC-BD
Columbus, OH 43216-5000

Commander
Defense Supply Center Richmond
ATTN: DSCR-RPM
Richmond, VA 23297-5000

Commander
Defense Industrial Supply Center
ATTN: DISC-PLI
700 Robbins Avenue
Philadelphia, PA 19111-5096

Commander
Defense Personnel Support Center
ATTN: DPSC-ZS
2800 South 20th Street
Philadelphia, PA 19101-8419

**CHAPTER 4
APPENDIX 1-4.D**

ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Defense Special Weapons Agency
ATTN: DSWA/LELD
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH 45433-5006

USCG Engineering Logistics Center (028)
Mail Stop 25
2401 Hawkins Point Road
Baltimore, MD 21226-5000

Commanding Officer
U.S. Coast Guard Aircraft
Repair and Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO 9612
5450 Carlisle Pike
P.O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC
ATTN: DSDC-SSL
Gentile Station
1080 Franklin Street
Dayton, OH 45444-5320

Defense Medical Logistics Standard Support AIS
Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

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